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OneDrive Help Guide

What is OneDrive?

What is OneDrive?OneDrive is a place where you can [store, sync, and share your work files](#). As part of Office 365, OneDrive lets you update and share your files from anywhere and work on Office documents with others.

How do I access OneDrive?

To access OneDrive you will need an internet connection and a web browser.

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One Drive Files

How many files can I share on OneDrive?

There is a limit of 50,000 items that can be shared within a folder and any sub-folders. To overcome this restriction, move some items into another folder that is not within the original folder, or choose individual files to share.

Is there a limit to how much storage I can have on OneDrive?

You have up to 1 TB of space in the cloud for OneDrive for Business.

Who can see my files?

All files that you store in OneDrive for Business are private unless you decide to share them. You can also share files with specified co-workers so you can collaborate on projects.

One Drive File Accessibility

Can I upload files from my iPad/iPhone to OneDrive?

Yes, you can download the OneDrive app for iOS and view, upload, and share files, photos right from your iPad/iPhone. You can even back up your camera roll automatically.

How about my Android device?

Yes, the OneDrive app is also available for Android and will allow you view, upload, and share files, photos, and more from your Android tablet. The OneDrive app can be found on the Google Play Store.

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One Drive File Restrictions

Are there any restrictions on my files and folders?

- Maximum file upload size is currently **250GB** (as of May 2022).

- There is a limit of **50,000 items** that can be shared within a folder and any sub-folders.

- Cannot upload files with the following characters: **" * : < > ? / \ |**

- Cannot name files with the following names: **.lock**, **CON**, **PRN**, **AUX**, **NUL**, **COM0** – **COM9**, **LPT0** – **LPT9**, **_vti_**, **desktop.ini**, any filename starting with **~$**.

- You cannot synchronize the **Shared with me** view grouping of files.